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3-3-2

23 May 1966

MEMORANDUM FOR: Executive Officer to the Deputy Director/Support

FROM: Chief, Records Administration Staff

SUBJECT: Space Saving File Equipment

1. In the briefing I gave you and the Deputy Director/Support on the Agency Records Administration Program, 14 February 1966, I specifically mentioned a new floor space savings shelf-file product known as Fullspace.

2. Since this briefing I arranged for representatives of the Lundia, Swain & Myers Company, manufacturers of Fullspace, to brief selected agency personnel on the advantages of this product. On
STAT April 22, [redacted] agency personnel representing all major components attended one of three sessions held at the Magazine Building.

3. As a result of these briefings 4 offices, NPIC, Communications, FMSAC and DDP/RID, have shown interest in this product and proposals have already been provided three of the four offices. It is expected that an installation of Fullspace will be completed in NPIC during July. In addition, FMSAC submitted a requisition for enough of this equipment to accommodate 6,450 filing inches of material.

4. In these three proposals equipment costs, including installation, range between 37 and 39 cents per file inch. Compared with other types of filing equipment, this is very favorable and has the added advantage of considerably reducing costly aisle space.

5. It is my feeling that there are many agency offices that would benefit from using this type equipment. We shall continue to seek additional areas concerned with space problems and assist in evaluating
STAT the best type equipment for their individual use.

[redacted]

Distribution:
Orig. - Addressee
STAT 1 - Space Allocation & Facilities Branch [redacted] 15-45, Hdqs
STAT 1 - C/LSD [redacted] 2E-24, Hdqs
STAT

DDS/RA[redacted] (23 May 1966)

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